

**Alaska Workforce Investment Board
Executive Committee
Tuesday, December 11, 2007 – 10:00 a.m.
Teleconference: 1-800-315-6338, code 2942
Meeting Minutes**

- **Call to Order at 10:02 a.m.**

Andy Baker, AWIB Chair; David Stone, AWIB Vice Chair and E&P/WR Chair; Neal Foster, P&P/A&E Chair and Legislative Chair; Tim Scott, Youth Council Chair

Staff in attendance:

Greg Cashen, Executive Director; Louise Dean, Project Coordinator; Bejean Page, Administrative Manager

Guests in attendance:

Todd Bergman, Carol Collins, Tom Nelson, Guy Bell, Ellie Fitzgerald, Mike Shiffer, Fred Esposito

- **Approval of Agenda**

Tim Scott moved to approve the agenda, Neal Foster seconded. Vote Taken. MOTION passed to approve the agenda.

- **Approval of Minutes – November 13th**

Neal Foster moved to approve the agenda, Tim Scott seconded. Vote taken. MOTION passed to approve the minutes of November 13th.

- **Action Items**

1. Finalize and schedule February AWIB Meeting in Juneau

The next AWIB meeting will be 2/11 & 2/12 in Juneau at the Centennial Hall in the Sheffield Ballroom #3.

Motion to finalize the AWIB meeting dates of 2/11 & 2/12/2008 by Tim Scott, seconded by David Stone. Vote taken.
MOTION passed.

2. Review Agenda Items for February AWIB Meeting

There was discussion about possibly moving the seafood panel to the 12th due to a meeting out of state for most of the participants on the panel. There were recommendations for what companies should be represented on the transportation panel. We would like to have them at the AWIB to better understand their industry and to see where we can provide training and

assistance. David Stone said that he would help get names for people to be on the transportation panel.

Greg is going to see if a company from the seafood panel would be willing to sponsor a reception on the night of the 11th.

There was discussion about having a timber industry panel. Tim suggested that we give each panel one hour so we don't run out of time. David will help locate names for the industry panel.

The meeting adjourns early on 2/12 at 2:00 so that we can meet with legislators. We need to have a plan of action in place for that afternoon. Andy and Neal are going to meet with Paula Scavara in January to go over ideas about contacting the legislators and what the strategy should be. She will also have recommendations for us. We need to make sure all board members know who their representatives are, Louise is working on this list.

Motion for staff to finalize the agenda by Tim Scott, seconded by David Stone. Vote taken.
MOTION passed.

3. Finalize 2008 AWIB Calendar and Committee Meetings

The Exco reviewed the 08 calendar with the committee meetings that are scheduled. The P&P/A&E meeting on 1/24 is going to be changed and the Exco meeting on 2/12 will be moved to 2/10 and will be a face-to-face in Juneau.

Tim Scott made a motion to approve the 2008 AWIB calendar subject to change. Seconded by Neal Foster. Vote taken.
MOTION passed approving the 2008 AWIB calendar.

4. Kotzebue Job Center Resolution

Andy Baker brought forward a resolution calling for upgrade of the satellite Kotzebue Job Center into a full one-stop job center. David and Tim want more information before supporting the resolution.

• Discussion Items

1. AGIA Training Strategic Planning Document Update

The steering committee is meeting on 12/12 to review strategy #4. The Ad Hoc committee is having a face-to-face meeting on 12/14 to review the plan and give their recommendations back to the steering committee.

2. Legislative Committee Priorities and Strategy

The legislative committee met 11/19 and will meet again in January. Paula Scavara will be invited for her input and update into upcoming legislation and how to best address it.

3. Ad Hoc Committee for Training Plan Template

The first meeting is this Thursday, the Ad Hoc committee will meet again in January and bring a draft back to the full AWIB at the February meeting.

4. Vocational Training Instructor of the Year Award Subcommittee

Draft criteria for the award was revised using input from board members. There was discussion about where and how we get the names for the nominations for the award. It was decided that we should utilize the web site for getting the word out. The award will be for vocational administrator or instructor so the AWIB staff will revise the wording and send it back out to the Exco for review.

5. AWIB Annual Report of the Alaska Workforce Investment System to the Legislature

The annual report is due February 15th. There will be a cover letter from the AWIB with an overview and executive summary included.

6. NAWB Forum February 2008

The meeting is February 23 – 26th, this would be a good opportunity for the Executive Director and the Chair to interact with other boards from around the nation. It is important to learn about what is happening in other states with workforce development and we need to be represented.

• **Reports**

1. Director – Greg Cashen

We are recruiting for the vacant Project Coordinator position in the AWIB office and hope to fill it by the middle of January. I will do my bimonthly report within the next two weeks.

2. Chair – Andy Baker – None

3. Committees – David Stone, Neal Foster, Tim Scott

• **Other Items:** Questions from AWIB Members – None

There was general discussion about WorkKeys. It didn't pass as written but it did pass with a plan for implementation by 2009/2010. There will be a pilot program in a small school over the next year.



**ALASKA DEPARTMENT OF LABOR
& WORKFORCE DEVELOPMENT**

- **Adjournment at 11:30:** Next Ex Co meeting scheduled for January 8th